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FILED : frg & Mgt.

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300120020-2

R000300120020-2 TO

RECORDS MANAGEMENT DIVISION

30 April 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Transfer of Supplemental Distribution Function from Records Management Division to OCD

1. A staff study prepared by the Management Staff on recommended the transfer of the Supplemental Distribution function to OCD, except for administrative issuances which would be handled by the Printing and Reproduction Division, Logistics Office.

2. A meeting was held in [redacted]'s office on 29 April to discuss this recommendation with him, [redacted] OCD, and [redacted] Management Staff. As a result of this meeting, it was determined:

(a) OCD does not have space for this activity at this time. It appears doubtful that they will have the space within the next year.

(b) Approximately 2,000 sq. ft. of space would be required for the equipment and personnel required for the Supplemental Distribution function, exclusive of administrative issuances.

(c) OCD proposed that the personnel now concerned with Supplemental Distribution be transferred organizationally to them but remain physically in the Records Center at [redacted]

25X1
25X1

3. The transfer of the function to OCD without the physical separation of personnel and materials does not appear feasible or practicable. It would require special arrangements for supervision of personnel and in the handling of requests for the material. It appears best, therefore, to postpone the transfer of this function to OCD until such time as it is necessary to physically transfer the Records Center operations to the new location.

4. A comparison of the production rates in the handling of requests for supplemental information indicates the following:

<u>Processed by</u>	<u>Rate of Production Per Employee Per Month</u>
OCD	334
Records Center	1,971

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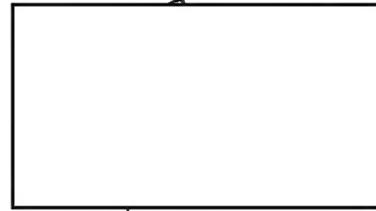
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5. As soon as a decision was made to construct a new
Records Center for the Agency [redacted] it was decided that the
Supplemental Distribution activity would remain at headquarters.
This decision was reflected in a memorandum to [redacted] from
myself dated 29 January 1954.

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152 X 7 = 1064 ft cabinets
3 X 85 = 255 ft personnel
10 X 25 = 250 ft shelving
450 ft Rep Equip
2019 ft

9,36
1033 MB

oc D 15000 request (40% missing) 9000 filled
 $\frac{9000 \text{ per mo}}{30 \text{ people}} = 300 \text{ each per mo.}$

$\frac{9000}{27} = 334 \text{ each per mo.}$

Rec Center

5914 per mo. = 985 each per mo
 6 people

5914 $\frac{5}{5} = 1182$ " " "

5913 $\frac{3}{3} = 1971$ " " "

OCIO Revised

9000 $\frac{19}{19} = 473$ ~~X~~

9000 $\frac{16}{16} = 563$

1. Administrating Issuances 2
2. F.D.D - II Series Reproduction -
3. Supp. Distribution - 3 -
4. Space - 1177 Magazine -
5. Remain in Record Centers -
- 6.